

POSITION DESCRIPTION

External Works Coordinator

Position Purpose

The primary purpose of the role is to assess and manage the Worksite Safety Assessment and Permit to Work process for all stakeholders requiring access to work on or near the System Site, including internal KD workers (as defined by the System Site drawings).

Reporting to

Infrastructure Manager

Position Responsibilities

- To lead and manage the Permit to Work and Worksite Safety Assessment processes;
- Audit on-site safety of Stakeholders working on System Site;
- Annual review of Operations & Maintenance (O&M) Interface Agreements;
- Review of Adjacent Development applications and projects under construction to ensure compliance with arrangements made in conjunction with GoldlinQ and the Queensland State Government;
- Review of 3rd party traffic management plans and issue of Letter of No Objection; and
- Maintenance planning, inspection oversight and corrective maintenance oversight of the following asset groups and items in the Gold Coast Light Rail (GCLR) network:
 - Fall arrest and static line systems;
 - Test and tag of electrical equipment;
 - Gas detectors (mobile and fixed);
 - Pest control;
 - Non-station wayfinding signage;
 - Alignment designated GCLR maintenance vehicle parking spaces;
 - Leachate pit and sediment basin.

Competencies Required

- Formal tertiary qualification in Business, Management or similar (Bachelor preferred);
- Formal industry Workplace Health & Safety qualifications;
- Experience in maintenance and/or asset management preferred though not a must;
- Experience in developing job-specific Safe Work Method Statements and high-level risk assessments;
- Intermediate computer literacy with the ability to develop systems and processes to document the Permit to Work and Risk Analyses processes and procedures; and
- Work as a Rail Safety Worker Category 1 (safety critical worker).

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Profile Requirements:

- Must be customer-focused;
- Excellent interpersonal and communication skills, both written and oral;
- Good knowledge of Infrastructure systems, processes and interfaces (training will be provided);
- Ability to grasp and follow fundamental safety rules, processes and procedure;
- Ability to prioritise workload and maintain quality when working under pressure;
- Good administration skills with attention to detail;
- Ability to carry out audits, deal with follow up actions and audit site management of contractors;
- Ability to deal with a wide range of stakeholders;
- Demonstrate Leadership and Supervisory skills;
- Must be able to work well as part of a team and autonomously;
- Must be willing and able to work in all weather, at night, and under pressure;
- Must be willing to undertake competency unit training and assessment and licences requested to be able to conduct duties;
- Must be Fluent in English;
- Must have the ability to identify and solve problems in a structured and analytical way; and
- Must be legally entitled to live and work in Australia.